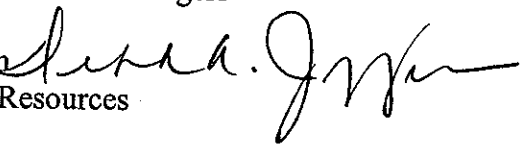




UNITED STATES DEPARTMENT OF COMMERCE
Chief Financial Officer and
Assistant Secretary for Administration
Washington, D.C. 20230

MAR - 9 2006

MEMORANDUM FOR Principal Human Resources Managers

FROM: Deborah A. Jefferson 
Director for Human Resources
Management

SUBJECT: Request for Gold and Silver Medal
Award Nominations

The Secretary recently invited Secretarial Officers and Heads of Operating Units to nominate employees for Gold and Silver Medals (attached). This memorandum outlines the submission requirements and due date for this year's Honor Awards nominations using the Honor Awards Nomination System (HANS).

Two years ago, we implemented changes to both the nomination content and the HANS authentication process. A new format, which modified the justification section of the Honor Awards nomination, eliminates the open-ended justification replacing it with a series of questions designed to succinctly clarify the nominee's accomplishment(s) and the reasons the nomination merits either a Gold or Silver Medal. To further streamline the process, we eliminated the requirement for individual justifications for members of a group. We modified HANS to incorporate a new authentication process which requires a User ID and PIN instead of a social security number to enter, edit, review, and approve all nominations. Each bureau's Incentive Awards Officer is responsible for assigning a User ID and PIN.

HANS is a secure web-based system for entering, editing, reviewing, and approving nominations. The system operates from the menu-driven HANS Main Menu. Only an individual designated as a supervisor or management official may nominate an employee. In addition, the review and approval functions have restricted access. Only those individuals previously identified as reviewing or approving officials by the operating units have access to this function. The system is designed to operate using Netscape Navigator or Microsoft's Internet Explorer. HANS may be accessed at the following address: <http://hr.ohrm.doc.gov/hans/hanshome/hh.html>.

Michael R. Osver, is available to conduct training or demonstrations of the system. Additional information on HANS, including a HANS Overview and a Frequently Asked Questions (FAQ) section, are located in the "About HANS" section of the HANS Main Menu.

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Before submitting the nominations for your operating unit(s), please review them to ensure they are complete and include the required information. Gold and Silver Medal nominations must be ranked separately and submitted in priority order. The nominations must be approved by the appropriate Secretarial Officer or Head of the Operating Unit by the response date of April 21, 2006.

This year, we have implemented a certification process for all nominations prior to submission to the Department's Incentive Awards Board. This review process is intended to ensure that all nominations are complete and adhere to program requirements. The Department's Incentive Awards Officer will conduct the review from April 21, 2006 through May 5, 2006. Bureaus must make the necessary corrections before their nominations will be forwarded to the Board.

Prior to submission, please verify that there is no adverse information on the nominee that would negatively affect the nominations. Because these awards are so prestigious, we will consult appropriate organizations to ensure that there is no adverse information on the individual nominees.

All nominations must be transmitted to the Office of Human Resources Management by the response date of April 21, 2006. In an effort to ensure the integrity of the Honor Awards nomination, review, and approval process, we will activate and deactivate HANS on the specific dates listed below:

- HANS Activation Date: March 10, 2006

- HANS Deactivation Date: May 5, 2006

Please feel free to contact Michael R. Osver at (202) 482-3919 or via e-mail at mosver@doc.gov if you have any questions.

Attachment